



CITY OF MCMINNVILLE
PLANNING DEPARTMENT
 231 NE FIFTH STREET
 MCMINNVILLE, OR 97128
 503-434-7311

www.mcminnvilleoregon.gov

MCMINNVILLE URBAN RENEWAL ADVISORY COMMITTEE
Community Development Center, 231 NE 5th Street
Wednesday, September 2, 2020, 4:00 – 5:00 PM

ZOOM Meeting: You may join online via the following link:

<https://mcminnvilleoregon.zoom.us/j/96843755039?pwd=TXAzSnkzYzZGd0Y3Qmo2T21SaUNjZz09>

COMMITTEE MEMBERS	ITEM
Walt Gowell Chair	1. Call to Order / Introductions
Wendy Stassens Vice-Chair	2. Citizen Comments
Ossie Bladine	3. Minutes: <ul style="list-style-type: none"> • June 3, 2020 (<i>Exhibit 1</i>)
Alan Fox	4. Action items <ul style="list-style-type: none"> • COVID Recovery Façade Improvement Grant (<i>Exhibit 2</i>)
Ed Gormley	5. Discussion Items
Peter Kircher	<ul style="list-style-type: none"> • New Youth Liaison Appointment – Ukiah Halloran-Steiner • New MURAC Appointments
Kelly McDonald	6. Commissioner/Committee Member Comments
Vacancy	7. Staff Comments
Vacancy	8. Adjournment
Ukiah Halloran-Steiner	
John Dietz. MW&L Ex-Officio	<p><i>Please Note that this meeting will be conducted via ZOOM meeting software due to the COVID-19 event.</i></p>
Scott Hill, Mayor Ex-Officio	<p>Join Zoom Meeting https://mcminnvilleoregon.zoom.us/j/96843755039?pwd=TXAzSnkzYzZGd0Y3Qmo2T21SaUNjZz09</p>
Dave Rucklos, MDA Ex-Officio	<p>Meeting ID: 968 4375 5039 Passcode: 078642 By Phone Only: 669 900 9128</p>

Zoom meeting software can be downloaded for free on both a computer and a cell phone. If you do not have access to either a computer or a cell phone, access to a computer to participate in the meeting can be provided at the Community Development Center. Please call the Planning Department at (503) 434-7311 for assistance at least 48 hours in advance of the meeting. Seating will be provided on a first-come, first-served basis and will meet social distancing requirements..

These documents are also available on the City's website www.mcminnvilleoregon.gov; click on Government, click on Boards and Commissions, click on McMinnville Urban Renewal Advisory Committee. You may also request a copy from the Planning Department at the Community Development Center, 231 NE 5th Street, 503-434-7311.



City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311

www.mcminnvilleoregon.gov

EXHIBIT 1 - MINUTES

June 3, 2020
McMinnville Urban Renewal Advisory Committee
Regular Meeting

4:00pm
Community Development Center
McMinnville, Oregon

Members Present: Walt Gowell, Ossie Bladine, Ed Gormley, Wendy Stassens, and Peter Kircher
Members Absent: Kyle Faulk, Maria Stuart, Alan Fox, and Kelly McDonald
Ex-Officios Present: Scott Hill and John Dietz
Ex-Officios Absent: Dave Rucklos
Staff Present: Heather Richards – Planning Director
Guests Present: Kellie Menke – City Councilor and Scott Cooper

1. Call to Order/Roll Call/Introductions

Chair Gowell called the meeting to order at 4:02 p.m.

2. Citizen Comments

None

3. Minutes

- March 4, 2020

Committee Member Kircher moved to approve the March 4, 2020 minutes. The motion was seconded by Committee Member Stassens and passed unanimously.

4. Urban Renewal Projects Discussions/Update

- MDA COVID Recovery Funds Request

Planning Director Richards said there had been discussions regarding how to assist the business community during the Covid pandemic. Dave Rucklos, Executive Director of MDA, had been working on a grant application to bring PPE to the downtown to help businesses get in a full reopening position. They were looking for a local match to help with the program and there might be an opportunity to use Urban Renewal funds as the match. They would

use the interest earned income of the tax increment in their account. To date that was \$17,500 and the local match would be \$15,000.

Mr. Rucklos discussed the need to help the recovery effort and how PPE was going to be a challenge for businesses. This would give the businesses a uniform presentation and a product their employees and customers could utilize. These could include stations with hand sanitizers, masks, and Kleenex. If they could put stations at the entrances of businesses, they could provide customers with items they needed to feel safe and there would be a perception of people being able to come downtown. The stations could be manufactured locally and he was looking at providing 80 stations on a first come first serve basis. They could also be distributed to City facilities. Yamhill County was going into Recovery Phase 2 soon, and this was a way to provide a safe environment that would make people comfortable downtown and comply with restrictions.

John Dietz said they had just ordered wipes in one gallon sizes for a reasonable price, and that would be an option as well as inexpensive masks. He could send MDA that information.

There was concern about only doing this for downtown and not the rest of the business community and it being a fairness issue.

Planning Director Richards said the MDA had put this project together for their membership and this fund was very specific for how it could be spent. The City had other funds that they were working on for businesses assistance, such as low interest loans. A PPE program for the rest of the businesses in town had not been put together. The program being put together was for the EID district, 2nd, 3rd, and 4th Streets.

It was asked how much money the City contributed to MDA.

Mr. Rucklos said last year the contribution was \$14,000. Planning Director Richards said the City contributed funds as well as paid for the downtown holiday lighting.

Mayor Hill said the City would be contributing the same amount of funds this year as last year.

There was concern about the perception of fairness by only spending funds on the downtown.

Chair Gowell said he was not concerned about spending Urban Renewal funds to benefit the businesses within the district because that was what it was created to do. He was concerned that the program would only be eligible to some but not all district businesses. He asked if the MDA would be willing to expand its scope to include the entire district.

Mr. Rucklos did not have an issue with that. Their membership expanded beyond the EID district, but the idea was looking at businesses that had high volume customer interaction. He thought 80 stations would not provide a station for every business in the MDA and they could expand the scope to include others but making sure they were still in the Urban

Renewal District. They would need to hire someone to help with distribution, especially if there was assembly required for the units. The units would have a three month supply of items and then the businesses would be responsible to resupply the units.

There was discussion regarding using Visit McMinnville's Transient Lodging Tax funds since most of the visitors to downtown were from outside the City. Mayor Hill said their funds had dried up due to Covid and they were using their reserves to maintain staff during this time.

Mr. Rucklos said there were also restrictions for how the funds could be used and it was questionable if they could be used for a project like this.

Committee Member Kircher asked if those who wanted to participate in the program would need to pay for part of it or was it a total giveaway.

Mr. Rucklos said at the moment it was a giveaway.

Committee Member Kircher thought it should be a cost sharing program that was offered to anyone who wanted it at a 70% discount. That might soften the grant request and provided commitment on the part of the people who participated.

Mr. Rucklos did not know if they could configure the grant in that way.

Committee Member Bladine thought Visit McMinnville could use this program to promote the safety of downtown to draw more people in.

Committee Member Stassens asked how many businesses had been part of the conversation as to what the best support of the downtown would be. Mr. Rucklos said the board had approved moving forward with this program. He thought businesses would be excited about it because one of the struggles was securing proper PPE. Anything they could do to project a safe environment made the downtown a more attractive place. He would be meeting with Visit McMinnville on Friday and they would be talking about ways to leverage McMinnville as a destination. The idea was to move quickly and put this program in place as soon as possible.

Committee Member Gormley moved to approve the grant request to the MDA of \$15,000 for a Covid safety program to be used for businesses in the Urban Renewal District. The motion was seconded by Committee Member Stassens and passed unanimously.

- MEDP Request for UR District Boundary Expansion

Planning Director Richards explained MEDP's request to amend the Urban Renewal District boundary to include a piece of property on NE Lafayette Avenue. To include that piece of property, they would also need to include a few other properties in between to make it contiguous. They had to determine whether this was a minor or substantial amendment. A minor amendment was 1% or less of the original land area of the district and a substantial amendment was more than 1%. They could not expand more than 20% of the original land

area. The original land area was 175 acres and 1% of that would be 1.7 acres. The total acreage of the three properties would be 1.52 acres and would be considered a minor amendment. They also looked at including the right-of-way on Lafayette but since it was already improved she did not know if it needed to come in to the district as it would go over the 1.7 acres. A minor amendment only required a resolution approved by the Urban Renewal Agency and a substantial amendment would require the same process as adopting an Urban Renewal Plan.

Committee Member Gormley clarified they could never expand past the 20% in aggregate. Planning Director Richards said that was correct. They could have 20 one percent increases, but could not go over 20% in total.

Mayor Hill asked how the tax rolls for the new properties would be added to Urban Renewal, was it the date they were brought in? Planning Director Richards said it was based on the date they were brought in and the assessor's schedule.

Planning Director Richards said the purpose of bringing the property in was for funds to help with the infrastructure improvements that were needed for a potential development project.

Committee Member Kircher asked about the downsides to not including the right-of-way. Planning Director Richards said they could only invest Urban Renewal dollars in the Urban Renewal District and to invest money in the right-of-way it would have to be in the district. She thought this area was already fully improved, however there was interest in help with the railroad spur.

Scott Cooper, developer, would prefer the railroad spur to be included in the district. If the Committee was in favor, it would help move the project forward.

Committee Member Kircher moved to recommend expansion of the Urban Renewal District as proposed. The motion was seconded by Committee Member Stassens and passed unanimously.

- COVID Recovery Façade Improvement Grant

Planning Director Richards said to attract more customers, the MDA was looking at the streetscape and how to improve it. She asked if it made sense for the Urban Renewal District to provide a façade improvement grant for that purpose. There had been a grant program in the past for Alpine Avenue that offered \$5,000 grants with a 10% match with a limited time frame. It had helped stimulate some projects. She thought they could do something similar again. She suggested a year-long program for the entire district, beginning August 1, 2020 to August 1, 2021, for a \$5,000 grant with a local match. For next year they had about \$200,000 for this type of project. Currently there were no new grant applications, but there were some development loan applications in the pipeline that were finally coming together. These would be for smaller TLC types of projects.

Committee Member Gormley moved to direct staff to develop a Covid Recovery Façade Improvement Grant program as proposed. The motion was seconded by Committee Member Bladine and passed unanimously.

5. Committee Member Comments

There was discussion regarding filling vacancies on the Committee.

6. Staff Comments

None

7. Adjournment

Chair Gowell adjourned the meeting at 4:54 p.m.



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EXHIBIT 2 - STAFF REPORT

DATE: September 2, 2020
TO: McMinnville Urban Renewal Advisory Committee Members
FROM: Heather Richards, Planning Director
SUBJECT: COVID Recovery Façade Improvement Grant

STRATEGIC PRIORITY & GOAL:



ECONOMIC PROSPERITY

Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors.

Report in Brief:

This is the consideration of seven new applications for the COVID Business Recovery Façade Improvement Grant, Round II review.

Background:

On June 3, 2020, the McMinnville Urban Renewal Advisory Committee voted to initiate a targeted Façade Improvement Grant program for the Urban Renewal District to temporarily change the parameters of the Façade Improvement Grant to make it more favorable to property owners and require much less capital match to help their business tenants draw attention back to their businesses with cosmetic improvements to their building.

A mailing was sent out to all property owners in the district introducing the program. (See attached). The interest in the program has been considerable. This is the first review of applications that were submitted in the past month. Many more property owners are currently putting together projects and plan to submit applications in the upcoming months.

On August 5, 2020, MURAC met to review the first round of applications received that consisted of ten applications. MURAC elected to move forward with funding seven of the projects reserving three projects for further review. The total amount of grants approved on August 5, 2020 was \$32,802.37.

This is the second round of applications to be reviewed, consisting of seven new applications.

Discussion:

There are several different tests for determining a qualifying project for the program as described below. These tests have been reviewed and are identified on the attached spreadsheet.

Eligible Property:

1. Property owners of commercial or industrial zoned buildings within the District.
2. Business owners or tenants of commercial or industrial zoned buildings within the District with property owner consent.

Ineligible Property: The following types of property are not eligible for funding:

1. Tax delinquent property within the Urban Renewal District.
2. Property in litigation.
3. Property in condemnation or receivership.
4. Property owned by religious groups.
5. Property owned by 501(c)3 nonprofit organizations on which taxes are not being paid.
6. Properties on which taxes are being paid, but have nonprofit use, such as schools, charities, clubs, etc.
7. Exclusively residential buildings.
8. Daycare centers.

Eligible Projects: The types of eligible projects include:

1. Repair, restoration, or installation of exterior masonry and siding materials.
2. Repair, replacement, or installation of awnings, windows, trim, doors, gutters, downspouts, stone or brick, or other architectural details.
3. Repair or replacement of exterior lighting attached to a building or illuminating a sign.
4. Repair or construction of entryways.
5. Cleaning, preparation, and painting of exterior walls and trim in conformance with the approved color palette.
6. Removal of barriers to access for people with disabilities.
7. Removal, replacement, or repair of exterior wall, freestanding, or projecting signs.
8. Other improvements as approved.

Grant Request and Match Requirement: Maximum grant request of \$5,000 with a 10% match requirement.

Review Criteria: All projects will be reviewed based on the following criteria:

1. Positive impact of the project on the aesthetic appearance of the building.
2. Positive impact of the project on the overall streetscape.
3. Preservation and enhancement of the architectural integrity of the building.
4. Positive contribution of the project on the urban renewal effort.
5. Amount of additional investment leveraged by the grant.
6. Compliance with applicable design guidelines and standards.
7. Evidence of financial ability to meet matching requirements (e.g., bank statement, loan commitment letter, etc.)

Staff Notes: Staff has provided a spreadsheet identifying how each application meets all of the different tests of the program, including a Review Criteria Scorecard (attached) that identifies how each application meets or does not meet the review criteria and a scoring system for each criteria.

The results of the Review Criteria Scorecard are below:

Application Number	Review Criteria Score
BR FIG 11-20	9
BR FIG 16-20	9
BR FIG 17-20	9
BR FIG 12-20	8
BR FIG 15-20	8
BR FIG 13-20	7
BR FIG 14-20	5

Attachments:

- Grant Application Tracker Spreadsheet
- Review Criteria Spreadsheet
- Business Recovery Façade Improvement Grant Applications
 - BR FIG 11-20
 - BR FIG 12-20
 - BR FIG 13-20
 - BR FIG 14-20
 - BR FIG 15-20
 - BR FIG 16-20
 - BR FIG 17-20
- Program Summary and Application
- Letter of Introduction

Fiscal Impact:

There is currently \$175,000 allocated to the Property Assistance Program in the FY 2020/21 Urban Renewal Agency budget. Currently \$103,802.37 of that \$175,000.00 is allocated to approved projects, leaving \$71,197.63 for future projects.

This round of applications represents a total request of \$26,697.00 which if fully funded would leave \$44,500.63 for the remaining property assistance program in FY 2020/21.

Business Recovery FIG

App Number	Applicant Name	Property	Total Project Estimate	Grant Request	Match Amount	Eligible Property	Meets Eligibility #	Notes	Review Criteria Score	Project Description
BRFIG 1-20	Rob Stephenson (Odd Fellows LLC)	507 NE Davis R4421BC01700	\$5,415.00	\$4,873.50	\$541.50	Y	8		5	Install Backlow Preventor for Irrigation Replant from landscape/barkdust
BRFIG 2-20	Rob Stephenson (Odd Fellows LLC)	305 NE Ford R4421BC05200	\$2,025.00	\$1,822.50	\$202.50	Y	5		9	Pressure wash lower building area/clean awnings Paint 2' up from sidewalk
BRFIG 3-20	Rob Stephenson (Odd Fellows LLC)	375 NE Ford Street (Atticus Hotel) R4421BC04700	\$1,250.00	\$1,125.00	\$125.00	Y	8		4	Clean Awnings
BRFIG 4-20	Gary Sanders	250 NE Third Street R4421BC07200	\$6,674.00	\$5,000.00	\$1,674.00	Y	5		10	Pressure wash/Prep/Caulk Paint
BRFIG 5-20	Kaylee Johnson/ Denny Elmer	703 NE Third Street R4421BD05200	\$10,530.00	\$5,000.00	\$5,530.00	Y	8		3	Pave Parking lot
BRFIG 6-20	Lee Vasquez (Knights of Pythias)	334 NE 3rd Street R4417DB05600	\$6,327.00	\$5,000.00	\$1,327.00	Y	5	Needs further design review.	10	Pressure wash building/awnings New Awning Caulk/Prep/Paint Biilding Façade
BRFIG 7-20	Ed DeRaeve	1206 NE 11th Way R4416DC07001	\$6,700.00	\$5,000.00	\$1,700.00	Y	5		10	Pressure wash/Prep/Caulk Paint
BRFIG 8-20	Marylin Switzer	344 NE Galloway R4421BD05100	\$3,461.00	\$3,114.90	\$346.10	Y	2		9	Replace Awning Replace Front Door
BRFIG 9-20	George and Jenifer Abdelnour	220 NE 7th Street R4421DB18401	\$9,637.00	\$5,000.00	\$5,637.00	Y	1		10	Paint New Awnings Post for hanging baskets
BRFIG 10-20	Robin Sturn	338 NE Davis Street R4421BC05500	\$3,183.30	\$2,864.97	\$318.33	Y	5		9	Replace tiles on steps.
BRFIG 11-20	Michael Rogers	616 NE Baker Street R4421BB18600	\$22,513.40	\$5,000.00	\$17,513.00	Y	1		9	Remove old siding, prep and wrap house Install new siding.
BRFIG 12-20	Dudley Slater McMinnville Grand Ballroom Bldgs	325 NE 3rd Street R4421BC06400	\$5,414.00	\$4,914.00	\$500.00	Y	2		8	Replace awning.
BRFIG 13-20	Sherry Lewis Hopscotch Toys	438 NE 3rd Street R4421BC09100	\$4,194.00	\$3,813.00	\$381.00	Y	2	Replacement window cannot be Vinyl, needs new bid.	7	Install new window/trim/paint, New trim/paint entry door, Paint back exterior wall Replace rear windows
BRFIG 14-20	Sylla McClellan & Cory Guinee Bronze Medal Ventures LLC	320 NE 3rd Street R4421BC08500	\$1,970.00	\$220.00	\$2,190.50	Y	2		5	
BRFIG 15-20	Sylla McClellan & Cory Guinee Bronze Medal Ventures LLC	516 NE 3rd Street R4421BC09900	\$1,376.00	\$1,000.00	\$376.00	Y	5		8	Paint Façade
BRFIG 16-20	Peter Kircher Golden Valley Brewery	980 NE 4th Street R4421BD04100	\$7,000.00	\$5,000.00	\$2,000.00	Y	2		9	Install 3rd street light fixtures Replace damaged roll up door
BRFIG 17-20	Glen Macy, Macy and Son	135 NE Evans Street	\$7,250.00	\$5,000.00	\$2,250.00	Y	5		9	Cleaning, prepping and painting the exterior

REVIEW CRITERIA SCORE (Round II – 09.02.2020):

Review Criteria	11-20	12-20	13-20	14-20	15-20	16-20	17-20
Positive impact of the project on the aesthetic appearance of the building.	2	2	1	1	2	2	2
Positive impact of the project on the overall streetscape.	2	2	2	1	2	2	2
Preservation and enhancement of the architectural integrity of the building.	1	1	2	1	1	2	2
Positive contribution of the project on the urban renewal effort.	2	2	1	1	2	1	2
Amount of additional investment leveraged by the grant.	2	1	1	1	1	2	1
Compliance with applicable design guidelines and standards.	n/a						
Evidence of financial ability to meet matching requirements (e.g. bank statement, loan commitment letter, etc.)	n/a						
TOTAL:	9	8	7	5	8	9	9

Scoring Legend:

High = 3 points

Medium = 2 Points

Low = 1 Point



McMinnville Urban Renewal Agency FAÇADE IMPROVEMENT GRANT

McMinnville Urban Renewal Agency
c/o Planning Department
231 NE Fifth Street o McMinnville, OR 97128
(503) 434-7311 Office o (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Office Use Only:
File No. _____
Date Received _____
Received by _____

Applicant Information

Applicant is: Property Owner Tenant Option Holder Other _____

Applicant Name MICHAEL ROGERS Phone 971-241-2139

Contact Name _____ Phone _____
(If different than above)

Address 616 NE BAKER ST

City, State, Zip McMinnville, OR 97128

Contact Email michael.c.rogers@countyfinancial.com

Property Owner Information

Property Owner Name SAME Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Business Name COUNTY FINANCIAL

Property Address 616 NE BAKER ST

Assessor Map No. R4

PROJECT INFORMATION:

Estimated Project Start Date: 8/1/20 Estimated Project Completion Date: 9/1/20

Grant Amount Requested (no more than \$5,000): \$ 5000
 Applicant Matching Funds: \$ ~~10,000~~ - 17,513.40
 Total Project Costs: \$ ~~15,000~~ 22,513.40

Note: The total grant amount requested should equal or exceed the matching funds total.

Project Budget

Attach documentation for costs such as contractor's bids or detailed estimate for materials and labor costs. (Attach additional sheets as needed)

Labor	Materials	Purpose (i.e. painting, awning, repair)	Estimated Cost
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Project Costs:			\$

See Attached



McMinnville Urban Renewal Agency
FAÇADE IMPROVEMENT GRANT

HOLD HARMLESS AGREEMENT

AND

**OWNER AUTHORIZATION FOR TENANT TO CARRY OUT FAÇADE IMPROVEMENT
AND/OR REHABILITATION PROJECT**

I, Michael Rogers hereby authorize MUR A to

carry out improvements as specified in the accompanying Façade Improvement Grant

Application, on my property located at 616 NE BAKER ST,

which is within the City of McMinnville's Urban Renewal District.

I also agree to hold harmless the City of McMinnville in the event of property damage or physical injury as a result of working on the aforementioned project.

[Signature]
Property Owner

8/11/20
Date

Notary

Return To:
Heather Richards
Planning Director
City of McMinnville
231 NE 5th Street
McMinnville, OR 97128
Phone: (503) 434-7311
Fax: (503) 434-4955
E-mail: heather.richards@mcminnvilleoregon.gov

Clearly Custom Construction

Daniel Osborne

(503)560-4151

CCB#193311

08/11/20

Michael C Rogers

616 NE Baker St,

McMinnville OR 97128

Job description:

Remove old siding, prep, install house wrap, install new Hardie plank siding on most of building or all of building #4 options below.

Option #1

Estimated Labor for cedar shakes lower front only, lap siding on rest, including

Labor for demo, dump fees and asbestos testing

\$15,840

Estimated materials

\$7,651.58

Total

\$23,491.58

Option #2

Estimated labor for Cedar shakes in lower and upper front area, lap siding on rest, including demo, dump and asbestos testing.

\$18,480.00

Estimated Materials

\$9,519.72

Total

\$27,999.72

Option #3

Estimated labor for Hardie Lap siding on all areas, besides the Top front pop out we would install batten board, including demo, dump and asbestos testing.

\$17,595.00

Estimated materials

\$6,995.14

Total

\$24,590.14

Option #4

Estimated labor for Hardie lap siding on whole building, including demo, dump and asbestos testing.

\$15,840.00

Estimated Materials

\$6,673.40

Total

\$22,513.40

Any unforeseen issues beyond the assessment may result in additional labor and material costs. * amounts given are an estimate, cost's may be more or less. If the building products test positive for asbestos there may be additional costs for proper removal and dumping.

By signing below, you are agreeing to pay all labor and material costs associated with the job description above.

Contractor _____ Date _____

Home Owner _____ Date _____



6
1
6

COUNTRY
REALTY

SALES | RENTALS | COMMERCIAL | INVESTMENTS

900 am • 500 pm 600

900 am • 400 pm 7

Settings & Services

By Appointment

Michael Rogers

903-262-0000

Tim Harsma

903-262-0000

Darin Haddy

903-262-0000



McMinnville Urban Renewal Agency
FAÇADE IMPROVEMENT GRANT

McMinnville Urban Renewal Agency
 c/o Planning Department
 231 NE Fifth Street • McMinnville, OR 97128
 (503) 434-7311 Office • (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Office Use Only:

File No. _____

Date Received _____

Received by _____

Applicant InformationApplicant is: Property Owner Tenant Option Holder Other _____Applicant Name TKLI Properties LLC Phone _____Contact Name Dudley Slater or Janel Ward Phone 503-539-9102
(if different than above)Address 309 NE 3rd St. Suite 10 or
971-237-4332City, State, Zip McMinnville, OR 97128Contact Email dudley.slater@integra.net**Property Owner Information**Property Owner Name TKLI Properties LLC Phone 503-539-9102
(if different than above)Contact Name Dudley Slater Phone _____Address 17108 Kelok RdCity, State, Zip Lake Oswego, OR 97034Contact Email dudley.slater@integra.net**Site Location and Description**(If notes and bounds description, indicate on separate sheet)Business Name McMinnville Grand Ballroom BuildingsProperty Address 303 - 327 NE 3rd St.Assessor Map No. R4

Description of Project/Use of Funds

Describe below all proposed improvements included in your project to include a summary of the building's current condition, areas to be improved and how, as well as any proposed materials or colors. Please enclose pictures, drawings, as necessary to help describe the work. (Attach additional sheets as needed)

Replace the existing wrap around awning
on NE 3rd Street
4'4" drop x 4'6" projection x approx 65' wide
Fabric is laced onto existing frame & grommets.
Project cost includes all material, labor & installation.

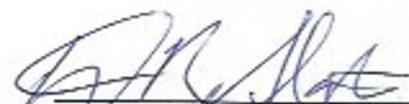
See attached bid from Salem Tent & Awning

Also the color will either be "Beaufort Lapis" or
"Apex Forest" (attached) Note a better picture of
these colors can be found at sunbrella.com/browse-fabric

In addition to this completed application, the applicant must provide the following:

- Digital photographs of the existing building façade.
- Photos, plans, and/or sketches of the proposed improvements
- Quotes, fee proposal, and any other information that supports the proposed budget.

I agree to comply with the guidelines and standards of the McMinnville Urban Renewal Agency's Façade Improvement Grant Program and I understand that this is a voluntary program, under which the City has the right to approve or deny any project or proposal or portions thereof.


Applicant Signature

DR Slater
Print Name

8/10/20
Date

Owner (if different) Signature

Print Name

Date



McMinnville Urban Renewal Agency
FAÇADE IMPROVEMENT GRANT

HOLD HARMLESS AGREEMENT

AND

OWNER AUTHORIZATION FOR TENANT TO CARRY OUT FAÇADE IMPROVEMENT
AND/OR REHABILITATION PROJECT

I, TKLD Properties LLC hereby authorize Salem Tent & Awning to carry out improvements as specified in the accompanying Façade Improvement Grant Application, on my property located at 303-327 NE 3rd St., which is within the City of McMinnville's Urban Renewal District.

I also agree to hold harmless the City of McMinnville in the event of property damage or physical injury as a result of working on the aforementioned project.

Property Owner

Date

Notary

Return To:

Heather Richards
Planning Director
City of McMinnville
231 NE 5th Street
McMinnville, OR 97128
Phone: (503) 434-7311
Fax: (503) 434-4955
E-mail: heather.richards@mcminnvilleoregon.gov

CCB#66298

SALEM TENT & AWNING

Proposal #48054

SERVING THE WILLAMETTE VALLEY SINCE 1890
 • PO Box 5274 • 280 Wallace Rd NW Salem OR 97304 • 503-363-4788
 • Fax 503-363-0286 • www.salemtent.com •

Bill To

WARD, JANEL
 JANEL HUNTLEY REALTY
 309 NE 3RD ST SUITE 10
 MCMINNVILLE, OR 97128
 971-237-4332

Ship To

WARD, JANEL
 JANEL HUNTLEY REALTY
 309 NE 3RD ST SUITE 10
 MCMINNVILLE, OR 97128
 971-237-4332

Written By	Sale Date	Pattern	Border	Frame	Recover	Installation
CLIFF	7/28/2020	SUNBRELLA	HEMMED	PIPE	THERE	ST&A

We hereby submit specifications and estimates for:

Description	QTY	Price	Extended Amount
TO RECOVER THE EXISTING WRAP AROUND AWNING ON 3RD ST. 4'-4" DROP X 4'-8" PROJECTION X APROX. 65' WIDE. FABRIC IS LACED ON TO FRAME WITH LACE LINE & GROMMETS. PRICE INCLUDES ALL MATERIAL, LABOR, & INSTALLATION.	0	\$5,414.00	

We hereby Propose to furnish labor and materials- complete in accordance with the above specifications, with payment to be made as follows: **1/2 down with the balance upon completion.**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed on upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accident, or delays beyond our control. This proposal subject to acceptance within 30 DAYS and is void thereafter at the option of the undersigned.

Proposal By _____

Acceptance Of Proposal

The above prices, Specifications, and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Also I acknowledge that I have received if applicable the following Disclosures (ORS 87.093), (ORS 701.330) & (ORS 701.330(1))

ACCEPTED DATE: _____

SIGNATURE: _____

Estimated Completion Date: _____

Subtotal	\$0.00
Shipping	
Total	\$0.00



[Home](#) / [Browse Fabrics](#) / [Fabrics By Use](#) / [Awnings, Shade Sails, Pergolas](#) / Apex Forest

Apex Forest



Sunbrella Contour

SKU: 2640-0000

Recommended Application

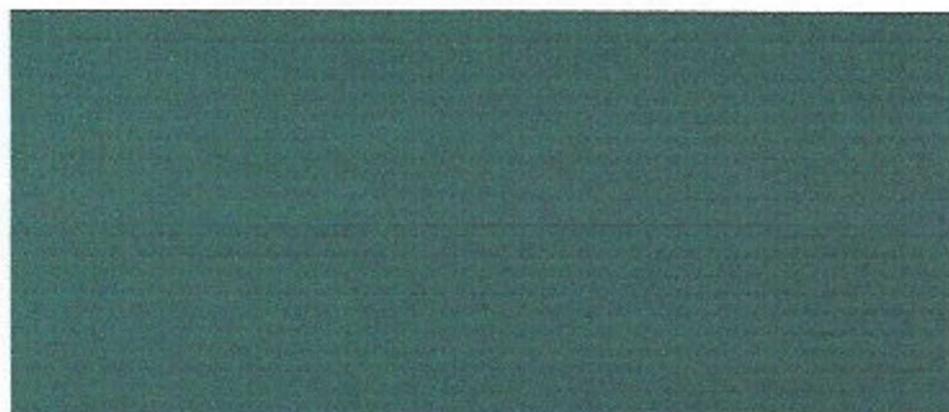
Best For: Shade Sails

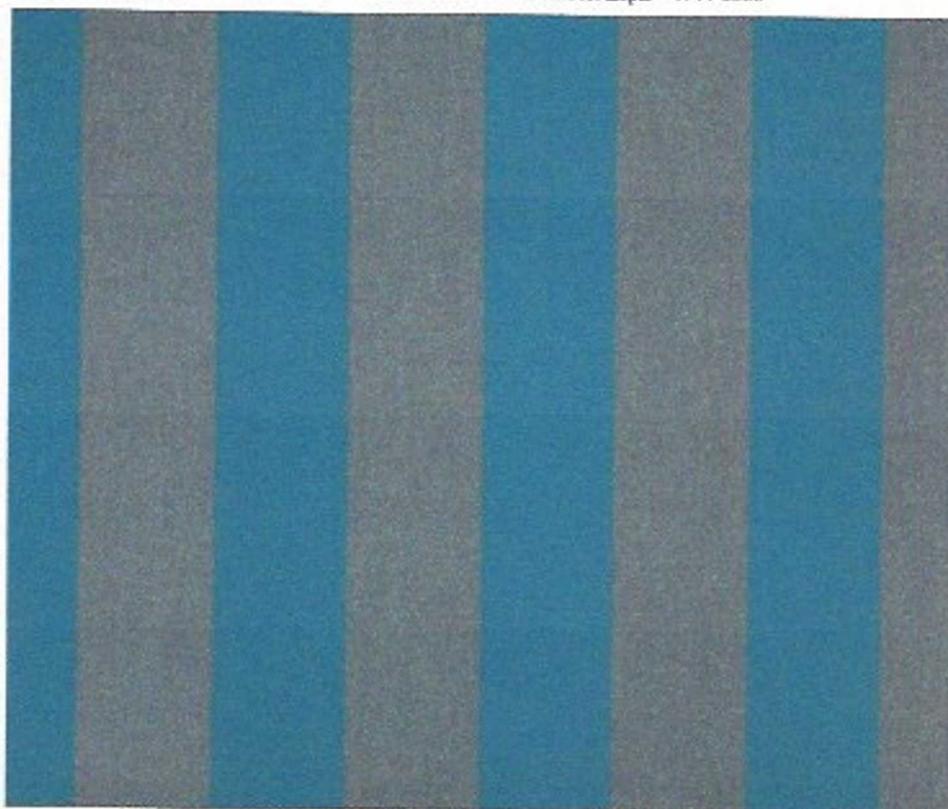
Available in these colors

(14 Total) [Show All](#) ▼



[WHERE TO BUY](#) >

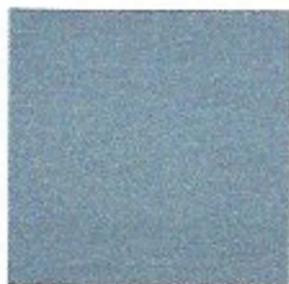




Beaufort Lapis

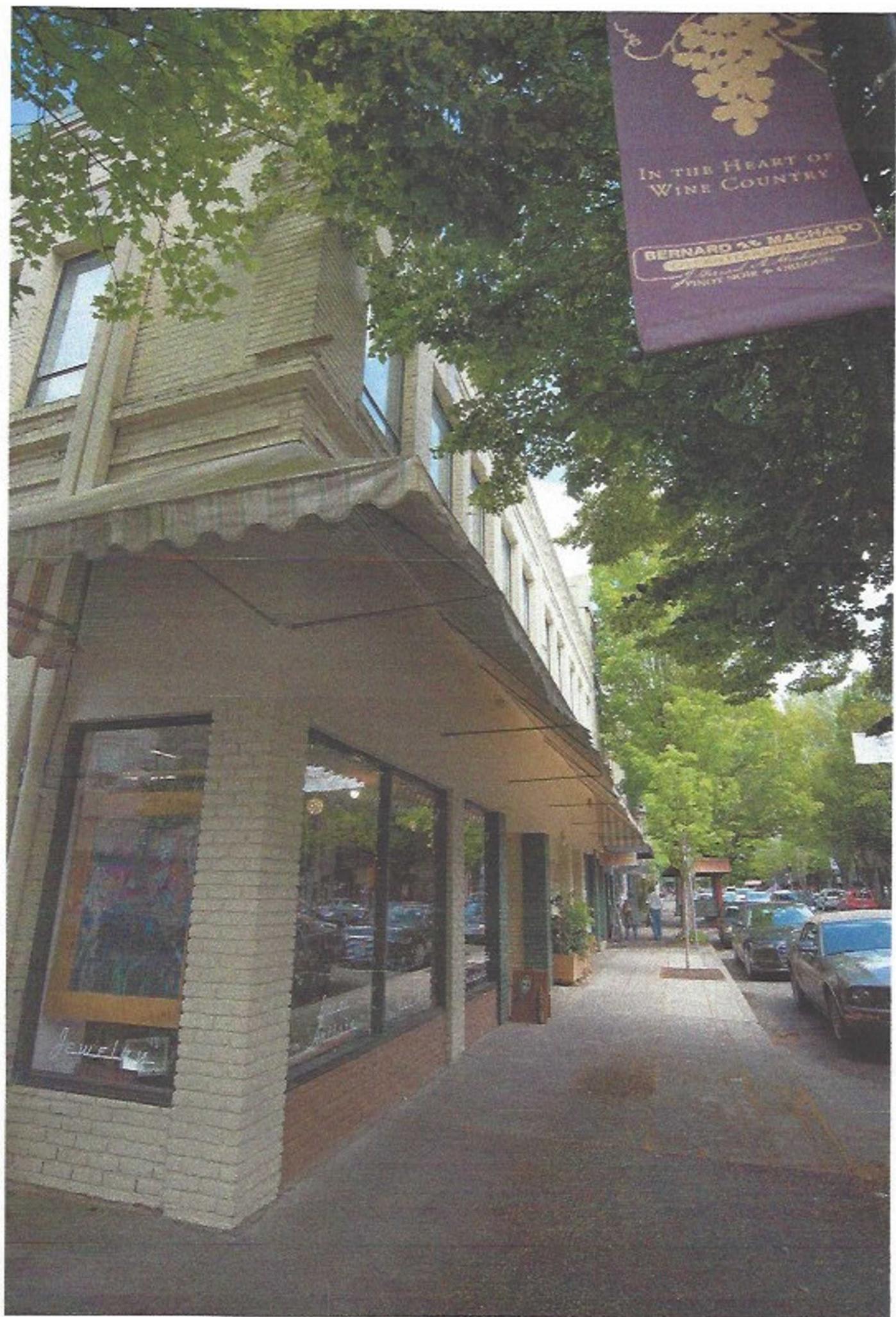
Coordinating Upholstery Fabrics

Coordinating Shade Fabrics



Spectrum Denim

SKU 48086-0000



PROJECT INFORMATION:

Estimated Project Start Date: 9/15/2020 Estimated Project Completion Date: 9/30/2020

Grant Amount Requested (no more than \$2,500): \$ 2097
 Applicant Matching Funds: \$ 2097
 Total Project Costs: \$ 4194

Note: The total grant amount requested should equal or exceed the matching funds total.

Project Budget

Attach documentation for costs such as contractor's bids or detailed estimate for materials and labor costs. (Attach additional sheets as needed)

Labor	Materials	Purpose (i.e. painting, awning, repair)	Estimated Cost
	AWNING VALANCE GRAPHICS/WRAP	AWNING UPDATE	\$ 350
INSTALLATION OF AWNING GRAPHICS.		AWNING UPDATE	\$ 125
Demolition		(FOGGED) Remove EXISTING BACK WINDOW	\$ 392
	FRAMING AROUND WINDOW	Back WINDOW.	\$ 235
TEMPERED	TEMPERED GLASS WINDOW.	WILL ALLOW ^{NEED} SIGN TO BE MOUNTED & VISIBLE TO BACK LOT.	\$ 1250
FINISH CARPENTRY.		Door JAMB WAS FRAMED WITH OSB 1"	\$ 517.
PAINTING	PAINT.	BACK WALL NEEDS NEW PAINT / UPDATES	\$ 1325 ⁰⁰
			\$
Total Project Costs:			\$ <u>4194</u>

Description of Project/Use of Funds

Describe below all proposed improvements included in your project to include a summary of the building's current condition, areas to be improved and how, as well as any proposed materials or colors. Please enclose pictures, drawings, as necessary to help describe the work. (Attach additional sheets as needed)

Please see attached so you can read without needing to decipher my hand writing.

In addition to this completed application, the applicant must provide the following:

- Digital photographs of the existing building façade.
- Photos, plans, and/or sketches of the proposed improvements
- Quotes, fee proposal, and any other information that supports the proposed budget.

I agree to comply with the guidelines and standards of the McMinnville Urban Renewal Agency's Façade Improvement Grant Program and I understand that this is a voluntary program, under which the City has the right to approve or deny any project or proposal or portions thereof.


Applicant Signature

Linora L. Hays
Print Name

8/15/2020
Date

Owner (if different) Signature

Print Name

Date



McMinnville Urban Renewal Agency FAÇADE IMPROVEMENT GRANT

HOLD HARMLESS AGREEMENT

AND

OWNER AUTHORIZATION FOR TENANT TO CARRY OUT FAÇADE IMPROVEMENT AND/OR REHABILITATION PROJECT

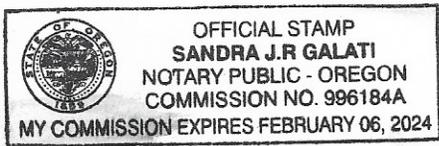
I, Sherry Lewis hereby authorize LINDA HAYS to carry out improvements as specified in the accompanying Façade Improvement Grant Application, on my property located at 438 NE 3RD Street, which is within the City of McMinnville's Urban Renewal District.

I also agree to hold harmless the City of McMinnville in the event of property damage or physical injury as a result of working on the aforementioned project.

Sherry Lewis
Property Owner

8/18/2020
Date

Sandra J. Galati
Notary



Return To:
Heather Richards
Planning Director
City of McMinnville
231 NE 5th Street
McMinnville, OR 97128
Phone: (503) 434-7311
Fax: (503) 434-4955
E-mail: heather.richards@mcminnvilleoregon.gov

Dominguez Construction LLC

1206 NE Cows St
McMinnville, OR 97128 US
484.636.8529
dominguezcarpentry@gmail.com



Estimate

ADDRESS

Linda Hays
438 NE 3rd Street
McMinnville, OR 97128

ESTIMATE 1011
DATE 08/12/2020
EXPIRATION DATE 09/11/2020

CCB#
226729

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/12/2020	Demolition	1) Remove and disposal existing picture window. 2) Remove existing 2"x8" window frame. 3) Garbage cleanup.	1	392.00	392.00
08/12/2020	Framing	1) Furnish and install 2"x8" framing around window. 2) Take a look at header and straighten	1	235.00	235.00
08/12/2020	Window	1) Install one picture window as follows: Frame Size: 81 1/2 x 51 1/2 Actual Size: 81 1/2 -in X 51 1/2 -in Premium Vinyl Fixed Window Nail Fin (1 1/4" setback), White Ext/White Int Energy Saver Low-E Clear Tempered , Argon 0 - 3500 feet US National-AAMA PG35, DP+35/-35, U-Factor: 0.27, SHGC: 0.32, VT: 0.60, CR: 58.00, ER: 25.00, CPD: JEL-A-757-06682-00181 PEV 2020.2.0.3122/PDV 6.413 (06/03/20)WO	1	1,250.00	1,250.00
08/12/2020	Finish Carpentry	1) Install exterior 3 1/2" primed cedar trim around entry door. 2) Install exterior 3 1/2" primed cedar trim at window perimeter. 3) Install flashing at trim header. 4) Install standard 3 1/2" trim at interior of window.	1	517.00	517.00
08/12/2020	Painting	1) Exterior paint at new trim and window frame.	1	1,325.00	1,325.00



1010 Commercial St. SE
 Salem, OR 97302
 503-371-1329
 Accounting@1-daysigns.com
 www.1-daysigns.com

Quote: 4660

Date Quote: 8/5/20

Completion Date:

Name	Salesperson	Email
Linda Hays	Mark Klar	hopscotchlinda@gmail.com

Hopscotch & Lollipops
 438 NE 3rd St
 McMinnville, OR 97128

Phone	Fax
503-472-3702	

Quote Category

Qty	Part Number	Color	Description	Unit Price	Total Price
1	RTA		2'X26' Awning Valance Graphics in Ready To Apply Vinyl	350.00	350.00
1	Instal		Installation Charge	125.00	125.00

Subtotal	475.00
Sales Tax	
S & H	
Total	475.00

Note:
 This quote is valid for 30 days. If you have any other questions please don't hesitate to call or email. Thank you for the opportunity to serve you with all of your promotional needs.

 Authorized By: Signature Printed Name Title Date

- 2) Exterior paint at back wall.
- 3) Paint at new interior window trim only.
- 3) No other paint is included.

Thank you for considering Dominguez Construction LLC for your project. Please feel free to contact me regarding any questions you may have.

TOTAL

\$3,719.00

Please sign & date below and return to dominguezcarpentry@gmail.com to accept this estimate.

Accepted By

Accepted Date





Carrier







MAC SPORTS

Timreck & McNicol
Jewelers



NO PARKING
SMOKE
FREE ZONE
ON SIDEWALK

2 HOUR PARKING
9 AM - 6 PM
ALL DAYS
ONCE PER DAY
THIS SIDE OF BLOCK
M.C. CH. 10.28

NO PARKING
3 AM
TO 6 AM
MON-FRI
ORD. N. 28050





McMinnville Urban Renewal Agency
FAÇADE IMPROVEMENT GRANT

McMinnville Urban Renewal Agency
c/o Planning Department
231 NE Fifth Street o McMinnville, OR 97128
(503) 434-7311 Office o (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Office Use Only:
File No. BRFIG 14-20
Date Received 08/21/2020
Received by SK

Applicant Information

Applicant is: Property Owner Tenant Option Holder Other _____

Applicant Name Bronze Medal Ventures, LLC Phone 971-237-9266

Contact Name Sylla McClellan & Corey Guinee Phone _____
(If different than above)

Address 320 NE Third Street

City, State, Zip McMinnville, OR 97128

Contact Email mcclellan.sylla@gmail.com
coreyguinee@gmail.com

Property Owner Information

Property Owner Name Same Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Business Name Third Street Books

Property Address 320 NE Third Street, McMinnville, OR 97128

Assessor Map No. R4 - -

491992 R4421

-R4421BC08500

PROJECT INFORMATION:

Estimated Project Start Date: Spring '2 Estimated Project Completion Date: _____

Grant Amount Requested (no more than \$5,000): \$ 1970.00
 Applicant Matching Funds: \$ 220.00
 Total Project Costs: \$ 2190.50

SN

Note: The total grant amount requested should equal or exceed the matching funds total.

Project Budget

Attach documentation for costs such as contractor's bids or detailed estimate for materials and labor costs. (Attach additional sheets as needed)

Labor	Materials	Purpose (i.e. painting, awning, repair)	Estimated Cost
			\$ 500
			\$ 1690.50
			\$
			\$
			\$
			\$
			\$
			\$
Total Project Costs:			\$ 2190.5

Sean Kelso

From: Heather Richards
Sent: Friday, August 21, 2020 4:40 PM
To: Sean Kelso
Subject: FW: Facade Improvement Grant for 320 NE Third Street
Attachments: We sent you safe versions of your files; 320 NE Third McMinnville Urban Renewal Agency Business Recovery Facade Improvement Grant Application.docx; 320 NE Third Street Window Picture.jpg; Business Recovery Facade Improvement Grant_- 320 NE Third Street.pdf; Joshua Simonson Quote # QU0125 for 320 NE Third Street Windows.pdf; Third Street Glass Replacement Estimate.pdf

Have a great day!

Heather Richards, PCED
Planning Director
City of McMinnville
231 NE Fifth Street
McMinnville, OR 97128

503-474-5107 (work)
541-604-4152 (cell)

www.mcminnvilleoregon.gov

From: Sylla McClellan <sylla@thirdstreetbooks.com>
Sent: Friday, August 21, 2020 4:30 PM
To: Heather Richards <Heather.Richards@mcminnvilleoregon.gov>
Subject: Facade Improvement Grant for 320 NE Third Street

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

This message originated outside of the City of McMinnville.

Hello Heather,

Attached is an application on behalf of Bronze Medal Ventures, LLC for window work on the back of 320 NE Third Street (Third Street Books). The application would not let me itemize expenses on the Project Budget page, but I hope that the inclusion of the two bids and an explanation will be sufficient.

I also couldn't fill in the Grant amount requested. We are requesting \$1970 with our contribution to be \$220.



McMinnville Urban Renewal Agency
FAÇADE IMPROVEMENT GRANT

HOLD HARMLESS AGREEMENT

AND

**OWNER AUTHORIZATION FOR TENANT TO CARRY OUT FAÇADE IMPROVEMENT
AND/OR REHABILITATION PROJECT**

I, _____ hereby authorize _____ to
carry out improvements as specified in the accompanying Façade Improvement Grant
Application, on my property located at _____,
which is within the City of McMinnville's Urban Renewal District.

I also agree to hold harmless the City of McMinnville in the event of property damage or physical
injury as a result of working on the aforementioned project.

Property Owner

Date

Notary

Return To:
Heather Richards
Planning Director
City of McMinnville
231 NE 5th Street
McMinnville, OR 97128
Phone: (503) 434-7311
Fax: (503) 434-4955
E-mail: heather.richards@mcminnvilleoregon.gov

McMinnville Urban Renewal Agency Business Recovery Facade Improvement Grant Application

August 1, 2020

Site Location: 320 NE Third Street – Third Street Books

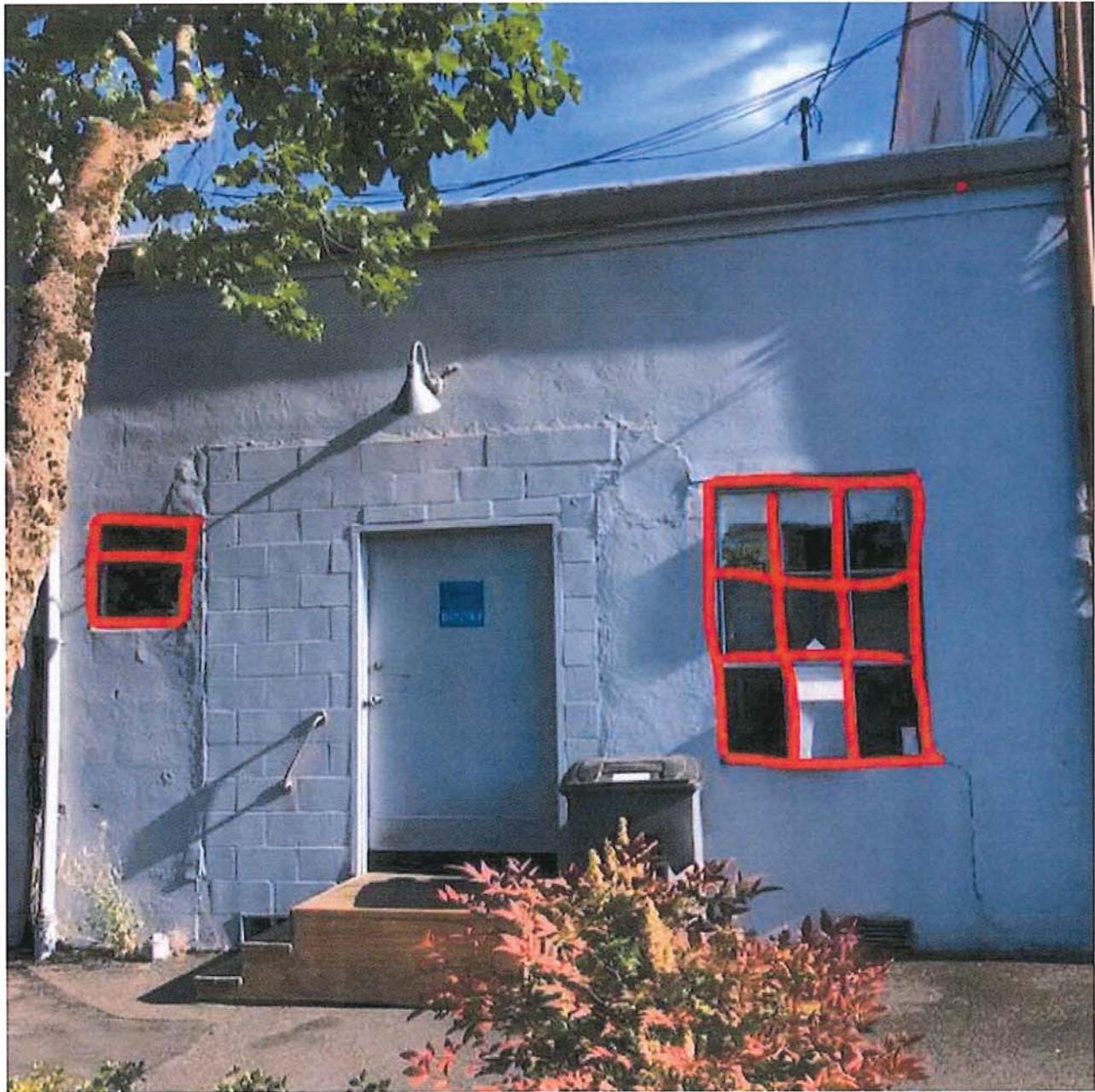
Project:

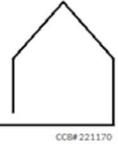
320 NE Third Street currently houses Third Street Books. Our rear windows are essentially non-functioning due to poor repairs taken in years past. The west window (26x28) leaks inside with strong rains and the east window (62x42) is partially blocked by an old vent and has some crumbling masonry along the top inside. Both windows need to be replaced.

Since 320 NE Third Street is on the historic register window replacement must comply with existing rules. The windows must be replaced with metal clad frames, no vinyl or wood. This will maintain the historic integrity of the building.

We recently received a bid from Joshua Simonson of Maintain Northwest (CCB#221170) to do this work (bid attached). We received another bid from Newberg Glass to replace just the glass in the existing frames and re-glaze the edges. We are inclined to select the Newberg Glass option, but recognize there may be some additional costs to do some minor repair work to the cement and paint that are surrounding the frames. We do not have a bid for that work but estimate it to be under \$500.

320 NE Third Street underwent a thorough interior renovation in 2005, including new wiring, a new HVAC system and updates to meet ADA requirements. When we took ownership in 2015, we repainted the interior and exterior, added lighting in and out and updated the interior paint and floors. We strive to be good stewards of downtown and are always interested in maintaining our buildings to ensure a solid future.





QUOTE

Third Street Books
320 NE 3rd St
MCMINNVILLE OR 97128
USA

Date
Jul 29, 2020

Expiry
Aug 28, 2020

Quote Number
QU-0125

Reference
Window replacement

Joshua Simonson
PH: 503-474-7717
CCB# 221170
18220 SW Hook & Eye
Lane
McMinnville, Oregon 97128

Window replacement

Thank you so much for inviting me over to look at your project, it was great to meet you, and learn a little bit about the history of that building. Here is the quote for replacing the windows I added \$1200 for the permit not certain if that is the actual cost.

Good luck applying for the grant

Joshua

Description	Quantity	Unit Price	Tax	Amount USD
File for city permits as needed,(\$1200) Remove and replace windows (26x28) (62x42) in rear of building using EPA lead safety standards to contain and dispose of debris in lead safe manner. Replace window with historic qualified replacement, (metal cladding with grids). install silicone seal, as necessary and wood trim as necessary. Clean up and vacate.	1.00	6,174.00		6,174.00
			Subtotal	6,174.00
			TOTAL USD	6,174.00

Terms

*Credit cards gladly accepted with a 4% fee

*50% deposit is requested to be paid a minimum of 10 days prior to start date,
Balance will be due on the date of project completion.

**NO PAINTING, PRIMING OR CAULKING, beyond what is specifically called for.

Any additional request for work, special orders or supplies required to repair, replace or alter non contractual conditions, decay, rot, amendments etc. must be in writing (email is acceptable) agreed to by the contractor and homeowner.

**NO painting, priming or finish work included beyond what is specifically called for.

Joshua Simonson, will provide a one-year warranty on all LABOR, excludes materials appliances and so forth. This does not include damage created on the lawn or by the customer, visitors, other contractors, acts of vandalism, or natural disasters. Employee and subcontracted labor will be utilized at the discretion of the above named contractor and is the sole responsibility of above mentioned General Contractor.

Customer has the right to resolve disputes through arbitration at their expense and has the right to file a complaint with the CCB. This agreement in no way holds Joshua Simonson, subcontractors or employees responsible for any repairs or upgrades to customer's property that are needed to meet any current local or state codes. Any upgrades, repairs, and costs of upgrades made will be authorized by property owner before work is to be done. All work performed will meet or exceed all local codes and ordinances.

The above meets the requirements of ORS 701.305 / OAR 812-012-011

8-21-2020

To: Third Street Book Store

320 NE 3rd St

McMinnville, Or 97128

Attn: Sylla

From: Newberg Glass & Mirror Inc

675 S Springbrook Rd C-800

Newberg, Or 97132

503-538-0990

Quoting to furnish and install the following:

Remove & Replace Glass In existing Frames

1 – 12 x 28

1 – 16 x 28

9 – 18 x 20

1 – Sealants

1 – Installation Labor

Total \$ 1690.50

Best Regards,

Dennis



McMinnville Urban Renewal Agency FAÇADE IMPROVEMENT GRANT

McMinnville Urban Renewal Agency
c/o Planning Department
231 NE Fifth Street o McMinnville, OR 97128
(503) 434-7311 Office o (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Office Use Only:

File No. BREIG 15-20
Date Received 08/21/2020
Received by JK

Applicant Information

Applicant is: Property Owner Tenant Option Holder Other _____

Applicant Name Bronze Medal Ventures, LLC Phone 971-237-9266

Contact Name Sylla McClellan & Corey Guinnee Phone _____
(If different than above)

Address 320 NE Third Street

City, State, Zip McMinnville, OR 97128

Contact Email mcclellan.sylla@gmail.com
coreyguinnee@gmail.com

Property Owner Information

Property Owner Name Same Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Business Name Found Objects

Property Address 512 NE Third Street, McMinnville, OR 97128
516

Assessor Map No. R4 - -

54058 P0506

- R4421 BC09900

PROJECT INFORMATION:

Estimated Project Start Date: spring '21 Estimated Project Completion Date: _____

Grant Amount Requested (no more than \$5,000): \$ 1,000
 Applicant Matching Funds: \$ 376
 Total Project Costs: \$ 1,376

Note: The total grant amount requested should equal or exceed the matching funds total.

Project Budget

Attach documentation for costs such as contractor's bids or detailed estimate for materials and labor costs. (Attach additional sheets as needed)

Labor	Materials	Purpose (i.e. painting, awning, repair)	Estimated Cost
			\$ 1376
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Project Costs:			\$ 1376

Sean Kelso

From: Heather Richards
Sent: Friday, August 21, 2020 4:40 PM
To: Sean Kelso
Subject: FW: Update to Grant application for 512 NE Third Street

Have a great day!

Heather Richards, PCED
Planning Director
City of McMinnville
231 NE Fifth Street
McMinnville, OR 97128

503-474-5107 (work)
541-604-4152 (cell)

www.mcminnvilleoregon.gov

From: Sylla McClellan <sylla@thirdstreetbooks.com>
Sent: Friday, August 21, 2020 4:33 PM
To: Heather Richards <Heather.Richards@mcminnvilleoregon.gov>
Subject: Update to Grant application for 512 NE Third Street

This message originated outside of the City of McMinnville.

Hi Heather!

I realized that I was unable to fill in (electronically) the amount requested on our grant application for 512 NE Third Street (paint).

We are requesting \$1000. Our matching funds are \$376 for a total of \$1376.

Thanks and I apologize for any confusion.

Sylla

Sylla McClellan
Third Street Books

Description of Project/Use of Funds

Describe below all proposed improvements included in your project to include a summary of the building's current condition, areas to be improved and how, as well as any proposed materials or colors. Please enclose pictures, drawings, as necessary to help describe the work. *(Attach additional sheets as needed)*

Please see attached.

In addition to this completed application, the applicant must provide the following:

- Digital photographs of the existing building façade.*
- Photos, plans, and/or sketches of the proposed improvements*
- Quotes, fee proposal, and any other information that supports the proposed budget.*

I agree to comply with the guidelines and standards of the McMinnville Urban Renewal Agency's Façade Improvement Grant Program and I understand that this is a voluntary program, under which the City has the right to approve or deny any project or proposal or portions thereof.

_____	Sylla McClellan	8/21/20
Applicant Signature	Print Name	Date

_____	_____	_____
Owner (if different) Signature	Print Name	Date



McMinnville Urban Renewal Agency
FAÇADE IMPROVEMENT GRANT

HOLD HARMLESS AGREEMENT

AND

**OWNER AUTHORIZATION FOR TENANT TO CARRY OUT FAÇADE IMPROVEMENT
AND/OR REHABILITATION PROJECT**

I, _____ hereby authorize _____ to
carry out improvements as specified in the accompanying Façade Improvement Grant
Application, on my property located at _____,
which is within the City of McMinnville's Urban Renewal District.

I also agree to hold harmless the City of McMinnville in the event of property damage or physical
injury as a result of working on the aforementioned project.

Property Owner

Date

Notary

Return To:
Heather Richards
Planning Director
City of McMinnville
231 NE 5th Street
McMinnville, OR 97128
Phone: (503) 434-7311
Fax: (503) 434-4955
E-mail: heather.richards@mcminnvilleoregon.gov

McMinnville Urban Renewal Agency Business Recovery Facade Improvement Grant Application

August 1, 2020

Site Location: 512/514 NE Third Street – current tenant Found Objects

Project:

As the new owners of 512/514 NE Third Street, we are excited to make some improvements to the building.

This building is in good condition, requiring no work to meet any bank loan standards. We plan on making some functional improvements to the inside, largely updating and installing an appropriate HVAC system as well as some minor upgrades to the bathrooms. For the purposes of this grant we are applying for money that will enable us to paint the front façade. This hasn't been painted in at least fifteen years.

We will select several colors and submit them to the Design Committee (?) for approval. We have received a bid from Paul Dramis Painting (see attached) and are familiar with the quality of his work. He will also make any minor repairs to the brick or masonry as needed. It is possible that the metal letters on the exterior of the building will be removed and not replaced.

We believe that a fresh coat of paint will have a two-fold effect: aid in the longevity of this building and draw new attention to the tenant inside.

7/31/2020

Hello Sylla,

Here is your painting estimate for the Found Objects building street side only.

Exterior repainting

Prep to include high pressure wash to remove built up dirt and debris.

Prep work to involve some scraping as well as caulking and patching some cracks and joints in the brickwork.

Up to 3 colors.

2 coats all work.

Total cost labor and materials

\$1376.00

Please feel free to contact me with any other questions or concerns

Thank you Paul

Paul Dramis Painting LLC

1740 N. E. 18th St.

McMinnville OR 97128

CCB 181039

503-560-6311

Found Objects





McMinnville Urban Renewal Agency FAÇADE IMPROVEMENT GRANT

McMinnville Urban Renewal Agency
c/o Planning Department
231 NE Fifth Street o McMinnville, OR 97128
(503) 434-7311 Office o (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Office Use Only:
File No. _____
Date Received _____
Received by _____

Applicant Information

Applicant is: Property Owner Tenant Option Holder Other _____

Applicant Name GOLDEN VALLEY BREWERY Phone 503-472-2739

Contact Name PETER KIRCHER Phone 503-434-3600
(If different than above)

Address 980 NE FOURTH ST.

City, State, Zip McMINNVILLE, OR. 97128

Contact Email PKIRCHER@GOLDENVALLEYBREWERY.COM

Property Owner Information

Property Owner Name SAME Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Business Name GOLDEN VALLEY BREWERY

Property Address 980 NE FOURTH ST.

Assessor Map No. R4 421 - BD-04100

PROJECT INFORMATION:

Estimated Project Start Date: 10-1-20 Estimated Project Completion Date: 12-1-20

Grant Amount Requested (no more than \$5,000): \$ 5,000.00
 Applicant Matching Funds: \$ 2,000.00
 Total Project Costs: \$ 7,000.00

Note: The total grant amount requested should equal or exceed the matching funds total.

Project Budget

Attach documentation for costs such as contractor's bids or detailed estimate for materials and labor costs. (Attach additional sheets as needed)

Labor	Materials	Purpose (i.e. painting, awning, repair)	Estimated Cost
DAVE FRANEY ELECTRIC	WIRING & LIGHT FIXTURES	INSTALL LIGHT FIXTURES THIRD STREET EXTERIOR	\$ 2,800.00
DOORMAN & SON MIKE BERNARDS	14' Rollup Door	REPLACE EXISTING DAMAGED ROLL-UP DOOR	\$ 4,200.00
			\$
			\$
			\$
			\$
			\$
			\$
Total Project Costs:			\$ 7,000.00

GOLDEN VALLEY BREWERY & RESTAURANT

FRESH FOODS OF THE GREAT NORTHWEST
HANDCRAFTED BEERS OF GREAT BALANCE & RARE COMPLEXITY
ALL NATURAL ANGUS BEEF RAISED ON OUR ANGUS SPRINGS RANCH
980 East Fourth St., McMinnville, Or. 97128 phone (503) 472-2739 fax (503) 434-8523
1520 NW Bethany Blvd., Beaverton, Oregon 97006 phone 503-972-1599
www.GoldenValleyBrewery.com

Golden Valley Brewery Exterior Building Upgrades

Exterior Lighting

The third street exterior façade of the brewery does not currently have sufficient sidewalk or façade lighting. The lighting upgrade would add four more exterior LED fixtures along the length of the building's third street frontage which would illuminate the building and the sidewalk. The lighting would enhance the provide ample light for pedestrians as well as aesthetic light for the building façade.

Materials and Labor \$2,800.00

New Roll up Door

The existing warehouse roll up door on the third street side of the building is over 30 years old and is showing the many years of wear and tear from fork lift damage and moving product in and out of the building. This upgrade would provide a new steel roll up door which would be painted to match the existing building color and enhance the appearance of the third street façade.

Materials and Labor \$4,200.00

Total upgrade cost \$7,000.00



Commercial • Industrial • Residential
503.472.1730 • CCB# 128036 • PO Box 978, McMinnville, OR 97128

SUBMITTED TO:

DATE: August 17, 2020

Peter Kircher
Golden Valley Brewery & Restaurant
980 NE 4th Street
McMinnville, Or 97128

Scope of Work and Location

Dave Franey Electric, LLC hereby proposes to wire and install, as per our conversation, four hang down lights and one water proof light under the canopy on the Third Street side, located at 980 NE 4th Street, McMinnville, Oregon.

Estimated Price

The estimated price of materials and labor for our work is \$2800.00.

Price Includes

: One DMW LED Light
: One Photo Eye
: Four 12watt LED Par Lights
: Four Water Proof sockets
: 40' Rigid Pipe
: Miscellaneous-blocking, pipe, wire, boxes, fittings
: Electrical permit for work performed
: Labor completed in workman-like manner
NOTE: Customer Supplied Material(s) excludes any warranty.

Payment Terms

Balance of contract is due in full upon completion of work. A progress billing covers any materials and/or work completed to date. All Invoices Are Due Upon Receipt. Any account not paid, or payment received, within 10 days of invoice date a finance charge of 18% Annum will be applied. A \$30 fee applies to any return check. We cooperate with the Check Enforcement Program. Bad checks will be turned over to the District Attorney for prosecution and fees along with other costs will be added to the amount owed.

This is an estimated price only. Materials figured in this estimate can change daily and affect the estimated price. Price quotations are based on all known contingencies or specifications provided. However, unforeseen or special circumstances which become apparent during the process of implementation of the system or after-the-fact changes in

specifications that come at the request of the customer are chargeable at the current labor rate plus parts.

Thank you for the opportunity to provide this estimate to you.

Respectfully submitted David L. Franey Estimate Valid 30 Days or
until significant price change.

DAVID L. FRANEY / Member of Dave Franey Electric, LLC

Dave Franey Electric, LLC is currently licensed by the Construction Contractors Board

With signature of this contract, the undersigned understands and acknowledges the terms of this contract.

Accepted: _____ Date: _____

Please sign the contract marked "copy" and return to Dave Franey Electric, LLC, PO Box 978, McMinnville, OR 97128

PAPER REQUIRED: Just type (or write) on original. Your impression will automatically appear on copies beneath.

Fold at (x) to fit 771 DU-O-VUE® Envelope

THE DOOR MAN & SON
"Have Tools . . . We Travel"
Lic. #28228
Sales • Service
Installation
5745 N. E. Dog Ridge Rd.
NEWBERG, OR 97132

MEMO

LETTER

2020

(503) 538-3359 (503) 472-8703
thedoormanandson@gmail.com

Date

Subject

Golden Valley Brewery
980 NE 4th
McMinnville, OR, 97128

503-472-2739
cell 503-434-3600

Replace old Metal Overhead Door
With New un-insulated - \$4200.⁰⁰
With New Metal Insulated 5750.⁰⁰

Thank you!
S. Michael Cannon

Please reply

No reply necessary

PAPER REQUIRED: Just type (or write) on original. Your impression will automatically appear on copies beneath. Fold at (x) to fit 771 DU-O-35EP Envelope

"Have Tools . . .
We Travel"
THE DOOR MAN & SON
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Installation
8745 N. E. Dog Ridge Rd.
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FOR UP DATE
Memo

LETTER

2020

(503) 538-3359 (503) 472-8703
thedoormanandson@gmail.com

Date _____

Subject _____

Golden Valley Brewery
980 N.E. 4th
McMinnville, OR. 97128

503-472-2739
CELL 503-434-3600

Replace old Metal Overhead Door
With New un-insulated - \$4200.⁰⁰
With New Metal Insulated 5750.⁰⁰

Thank you!
SIGNED: *S. Michael Bannard*

Please reply No reply necessary



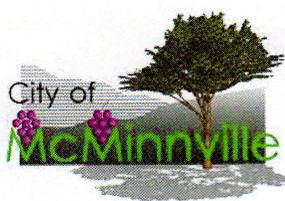


GOLDEN VALLEY BREWERY & RESTAURANT





6



McMinnville Urban Renewal Agency
FAÇADE IMPROVEMENT GRANT

McMinnville Urban Renewal Agency
c/o Planning Department
231 NE Fifth Street o McMinnville, OR 97128
(503) 434-7311 Office o (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Office Use Only:
File No.
Date Received
Received by

Applicant Information

Applicant is: [] Property Owner [x] Tenant [] Option Holder [] Other

Applicant Name: Glen Macy Phone: (503) 472-6151

Contact Name: (If different than above) Phone:

Address: 135 NE Evans St.

City, State, Zip: McMinnville, OR 97128

Contact Email: glen@malyandson.com

Property Owner Information

Property Owner Name: Steve + Mary Sue Macy (50/50) Phone: (971) 237-2078 (Steve)

Contact Name: Mary Sue Macy Phone: (503) 434-2102

Address: P.O. Box 1677

City, State, Zip: McMinnville, OR 97128

Contact Email:

Mary Sue

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Business Name: Macy & Son Funeral Directors

Property Address: 135 NE Evans St.

Assessor Map No. R4

Description of Project/Use of Funds

Describe below all proposed improvements included in your project to include a summary of the building's current condition, areas to be improved and how, as well as any proposed materials or colors. Please enclose pictures, drawings, as necessary to help describe the work. (Attach additional sheets as needed)

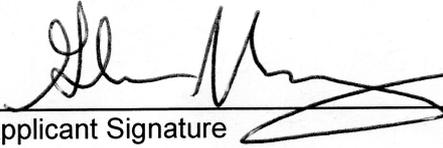
See estimate for details of ~~scope~~ scope of work.

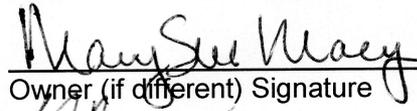
Improvements will be the same color, white.

In addition to this completed application, the applicant must provide the following:

- Digital photographs of the existing building façade.
- Photos, plans, and/or sketches of the proposed improvements
- Quotes, fee proposal, and any other information that supports the proposed budget.

I agree to comply with the guidelines and standards of the McMinnville Urban Renewal Agency's Façade Improvement Grant Program and I understand that this is a voluntary program, under which the City has the right to approve or deny any project or proposal or portions thereof.


Glen Macy
8-7-20
 Applicant Signature Print Name Date


Mary Sue Macy
8-7-2020
 Owner (if different) Signature Print Name Date


Steve Macy
8-10-2020



McMinnville Urban Renewal Agency

FAÇADE IMPROVEMENT GRANT

HOLD HARMLESS AGREEMENT

AND

OWNER AUTHORIZATION FOR TENANT TO CARRY OUT FAÇADE IMPROVEMENT AND/OR REHABILITATION PROJECT

I, Mary Sue Macy hereby authorize Macy & Son to carry out improvements as specified in the accompanying Façade Improvement Grant Application, on my property located at 135 NE Evans,

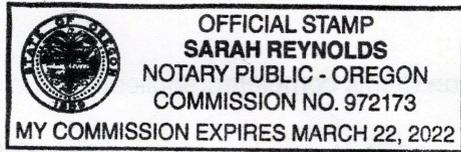
which is within the City of McMinnville's Urban Renewal District.

I also agree to hold harmless the City of McMinnville in the event of property damage or physical injury as a result of working on the aforementioned project.

Mary Sue Macy
Property Owner

8-7-20
Date

Sarah Reynolds
Notary



Return To:
Heather Richards
Planning Director
City of McMinnville
231 NE 5th Street
McMinnville, OR 97128
Phone: (503) 434-7311
Fax: (503) 434-4955
E-mail: heather.richards@mcminnvilleoregon.gov

*State of Oregon
County of Yamhill
Signed before me on 7th of August 2020
by Mary Sue Macy*

My commission expires: March 22, 2022

08/06/2020
Macy Family
135 NE Evans St.
McMinnville, OR 97128

Dear Corey and Glen,

Macy & Son Funeral Directors have served Yamhill County for over 100 years. The organization has been a symbol of class and exceptional service. Hundreds of members from Yamhill County and beyond enter the facility every year. The presentation of arrangements and appearance of the venue elevates Macy and Son as a reputable organization.

The notable building deserves a fresh rejuvenated coat of paint. An uplift that revives its appearance and creates an inviting vibe. The Duran Family is honored for the opportunity to take responsibility in creating just that.

We are familiar with the Macy and Son building. Our previous work has given us insight to provide the best results and quality. The condition of the paint is relatively well. There is not as much chipping paint like the front and older side of the building nor is there much damage to surface areas. Which means we will not have much paint to scrape off.

The coat of paint is covered in dirt. However, an immediate difference will be seen once the building has been power-washed.

The new coat of paint will clearly be recognized. The aging and dull paint will be a sight of the past. We expect people to notice and compliment how great the building looks. The value of our services will be more apparent with each compliment received.

An estimated cost for labor and services to paint a historical building like Macy and Son's is around \$7,000 - \$9,000. There is a fair amount of prep work and areas that require to be hand brushed. In addition, the height of the building poses a hazard. The service charge for Duran Family services to paint half of the Macy and Son Funeral Home (sides facing 1st St. and the parking lot) is \$7,250.

There are 2 driving factors that went into our price:

- *Relationship with the client
- *Hourly charge

The aspects of our quote are outlined is below:

- 18 1st floor windows
- 7 2nd floor windows
- 10 support beams
- Gate on corner of 1st St and Evans
- 1 block of Trim
- Power wash remainder of building
- Prominent Macy and Son Sign
- Undercover entryway where flower room is located
- 10 doors including garage door

Laboral services - 2 Painters

*80 hrs - Mauro: \$40/hr

*80 hrs - Painting assistant: \$20/hr

15 Gallons of paint

Height Hazard - 25ft

Materials

Rental equipment

08/06/2020
Macy Family
135 NE Evans St.
McMinnville, OR 97128

Total Cost: \$7,250.

Timeline of work:

We estimate to complete our work over 7 weeks. Our timeline consists of only weekends - mainly Saturdays.

Weekend 1 (Friday, Saturday and Sunday):

- Powerwash the rest of the building
- Painting the undercover area where the black van is parked
- Windows and trim above the undercover area

Weekend 2 (Saturday): The undercover entry area where the flower room is located.

- Windows, ceiling and doors will be sprayed

Weekend 3 (Saturday): The rooftop

- Windows and trim will be rolled and hand brushed

Weekend 4 (Saturday): Larger undercover area where white van and hearse are parked.

- 10 support beams will be rolled and hand brushed
- 5 doors plus garage door will be sprayed

The ceiling will not be painted because the paint will not stick to the material

Weekend 5 (Friday, Saturday and Sunday): Corner of 1st and Evans all along to the end of the undercover area near the garage door.

- Trim will be hand brushed
- Gate will be hand brushed
- Windows will be sprayed
- Macy Sign will be hand brushed
- Surface area above the hearse is normally parked will be sprayed

Weekend 6 (Saturday): Touch ups

May include Friday and/or Sunday if delays occur

The paint services, led by Mauro Duran, will meet your expectations of quality and reliability. Mauro's experience spans 3 decades. Mauro has been privileged to work on notable projects such as the Street of Dreams house developments in the Lake Oswego & Tigard area. In Los Angeles, Mauro had the opportunity to paint the houses of celebrities. Notable stars include: Rod Steward, Janet Jackson and Wayne Gretzki. As of recent, we are proud to add Macy and Son to the notable list. The Duran Family is a small relationship focused team. Which is why we believe we fit so well with the Macy Family organization.

We are customer service driven and trust you will be satisfied.



Glen Macy
Macy and Son Funeral Home
135 NE Evans St
Mcminnville, OR 97128

Thank you for the opportunity to quote the following prices:

Job Description

Amount

Exterior: The sections of the exterior that we will work on are the west and south facing walls. We will start by applying an algae and mildew cleaning solution where needed and pressure wash the exterior and for the windows we will lightly scrub them with a brush and gently rinse them off. Next we will remove and replace any bad caulking and scrape any peeling paint. Please note: I have NOT factored on scraping all the loose paint off of the lattice work wall on the west edge of the car port. This would be extremely tedious and you may want to look into replacing it which may cost less than having us scrape the loose paint. If you would like us to scrape all the loose paint please let me know and I can add that to the proposal. We will apply primer to any bare wood. At this point we will mask off and protect the windows, roof, and anything else that isn't getting painted. Next we will spray and or brush and roll two good coats of Sherwin Williams Super Paint onto all of the previously white painted surfaces. There are black painted window grids on two large windows which we will not be painting. We are planning on preparing and painting the exterior side of the various doors. This price is for the labor and materials to do the work listed in this section.

\$12,962

Paint upgrade options: The super paint that we have factored on using is a very good mid to upper end paint. There are 2 types of paint that would be upgrades which would last a bit longer and would have a little bit better fade resistance. One is Sherwin Williams Duration which would add \$15 per gallon to the above price and the other is Sherwin Williams Emerald which would add \$35 per gallon to the above price. Please let us know if you would like to use one of these upgraded options.

Especially for all new construction projects, please make sure to carefully read and understand the "Touch up" section which is below.

Although this estimate/contract form is lengthy, please read through it as it has very valuable information. It is our hope that the painting experience will be as pleasant as possible for both you and us. Please contact us if you have any questions at all.

If you chose us as your contractor, please keep in mind that you can now pay the deposit and



all invoices online via Quick Books. It is the fastest and most secure way to pay invoices. When we send you an invoice simply click on the "Pay Now" button. There is no cost to you to pay us using this feature.

Insurance

- Liability insurance is with Liberty Northwest, and workman's compensation insurance is with SAIF. For further questions or a copy of a Certificate of Insurance, please contact our insurance agent Hagan Hamilton Insurance, at (503)-472-2165.

Limited Warranty

We as the Contractor provide a limited warranty as follows on all Contractor-supplied labor and materials, including that of subcontractors of the Contractor used in this project.

- The warranty shall be for a period of one (1) year following substantial completion of all work. No warranty is provided by the Contractor on any materials furnished by the Customer for installation.
- The warranty is limited to reasonable correction, repair or replacement of defective materials or workmanship, if any, which is not in conformity with this Contract.
- A warranty is not a guarantee. One (1) year after substantial completion of the project, the Customer's sole remedy, especially on all materials that are covered by a manufacturer's warranty, is strictly with the manufacturer, if any, and not with the Contractor.
- In addition, repair of the following items, even within the warranty period is specifically excluded from Contractor's warranty: Damages resulting from lack of Customer maintenance; damages resulting from Customer abuse or ordinary wear and tear; deviations that arise such as the minor cracking of concrete, wood, stucco and plaster; minor stress fractures in drywall due to the curing of lumber; warping and deflection of wood; shrinking/cracking of grouts and caulking; insects, fungus and mold, and fading of paints and finishes exposed to sunlight.
- **THE EXPRESS WARRANTIES CONTAINED HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED.**

Standard Inclusions: As part of our obligations to you, we *will* provide the following work if necessary:

- Removing the rubbish and empty paint containers upon completion of the job.
- Marking and leaving the leftover paint cans for you.
- If we are painting outside or inside of your house and there are any items such as furniture that you chose to have us move for you because it is too heavy for you to move, most of the time we can assist with this. **Please note that although we are always as careful as possible, if you do not have things moved out of the way for us, and we need to move the items to do our work, we cannot be held liable for any damages that may occur to anything such as furniture, photos, art work, the surrounding areas, anything inside of the furniture, or anything that we had to unplug in order to move the furniture.**

Standard Exclusions:

- Moving your personal property around on the site.
- Testing, removal or disposal of any materials containing asbestos (or any other hazardous material as defined by the EPA or DEQ).
- Anything that might be needed due to currently hidden conditions regarding the site or improvements including but not limited to subsurface conditions, springs, rock or expansive soils, and geologic hazards.
- Exact matching of existing finishes.
- Repairing damage to the Contractor's work by others after we have substantially completed that particular portion of it. Repairing damage generally from weather, wind, water, earth movement, acts of Gods or other matters not the fault of the Contractor.
- And/or, repairing damage to roadways, driveways, or sidewalks that could occur when construction equipment and vehicles are being used in the normal course of construction.
- Itemization of the foregoing is not meant to be inclusive of all possible other items not included in the price.



- If there is any conduit or mechanical & electrical piping installed over the top of any previously finished surfaces which you would like to have painted or finished, we can apply a finish to them on a by the hour basis.

Helping with color, paint samples & floor finishes.

- In an effort to provide fantastic service to our clients we offer a complementary one hour color consultation with our interior designer. She is able to help with colors on both interior and exterior projects located in Yamhill County. Any time spent above and beyond the first hour helping to choose colors, apply color samples, apply floor coating samples, or do concrete polish samples, will be billed out at an hourly rate of \$95 per hour. Unfortunately, our interior designer only offers services in the Yamhill County area.

Helping with moving contents from the work space

- Unless otherwise stated, if we get to the job and the site has not been cleared of all contents and it is required that we need to wait for the contents to be moved or we need to move them ourselves we will have to charge for this extra work. Our hourly rate to move contents for you is \$75 per hour per employee.

Access to a restroom for our workers:

- If there is no access to a restroom we will need to rent a portable bathroom for the duration of the job. All expenses related to the rental of the portable bathroom will be added to the final invoice.

The number of colors or types of paint:

- Unless otherwise stated in the work description area, our price includes up to 3 different types or colors of paint for exterior work and up to 3 different types or colors of paint for interior work. For each color or type of paint added above 3 we will need to add \$150 to the above price for the additional costs in materials and labor associated with the additional material. As an example: If your office ceiling was flat white, hallway walls were baby blue, and the bathroom trim was also white, but in semi-gloss, this would be 3 different types of paint even though it is only 2 different colors.

Vinyl shutters and garage door window inserts:

- We have found that vinyl shutters as well as the vinyl garage door window trim inserts become very fragile over time. There have been times we have attempted to remove these items to paint and they have broken. We need to let you know that although we will be as careful as possible while removing and reinstalling these items, we cannot be held liable if they crack or break or if the screws or fasteners become damaged.

Touch up work

- We will produce a “properly painted surface”. A “properly painted surface” is one that is uniform in appearance, color and sheen. It is one that is free of foreign material, lumps, skins, runs, sags, holidays, misses, strike-through, or insufficient coverage. Compliance in meeting the criteria of a “properly painted surface” shall be determined when viewed without magnification at a distance of five feet or more under normal lighting conditions and from a normal viewing position. This compliance has been established as an industry standard.
- “Damage caused by others” or “latent damage”, at times is incorrectly referred to as touch-up. The correction of “Damage caused by others” and “latent damage” is separate from touch-up. Damage caused by others is defined as being caused by individuals other than those employed by Smith & Company Painting Inc. Latent damage is damage to the surfaces by causes beyond the control of Smith & Company Painting Inc. Examples of such, but not limited to, are building settlement, nail or screw pops, nicks, scrapes, scars, fingerprints, marks, dirt. Correction of damage caused by anyone other than Smith & Company Painting, Inc. will be completed upon written order and at a rate of \$55.00 per hour, plus materials unless otherwise noted in this estimate. Punch-list items are limited to deficiencies in our work only, and does not include patching, cleaning or repainting as a result of damage and or neglect of other trades (as described in PDCA P1-92 Standard).

Bubbles in the paint:

- There are some circumstances where we will properly clean, prep and paint a surface that has no bubbles on it and once we are finished painting, bubbles will appear. They may appear anywhere from hours to months after



we finish painting. It typically only happens on exterior surfaces when you choose to have us apply a darker color than what was on the surface previously. There are some surfaces that are more notorious for bubble than others, for example, smooth cedar siding has this issue more often than any other type of siding. Nearly 100% of the time, the bubble is caused from one of the old layers of paint letting go from another old layer of paint or letting go from the surface. If bubbles appear, the way that we determine if it is our fault (meaning the new coat of paint we applied is peeling off of the coat of paint or surface that we painted over) is to peel the bubble off and look at the back of the peeling. If the back of the peeling is the same color as the paint we applied, then it is the paint we applied that is peeling. If the back of the bubble is not the color we applied, then it is not our fault as it is a previous layer of paint that is peeling and taking our new coat of paint with it. We do always try and do our best to pre warn customers if we feel there may be a high likelihood of this happening on their project.

Silicone caulking:

- Every now and then we find silicone caulking that was installed by someone else prior to us starting our work. 99% of the time paint will not stick to it. If we find any silicone caulking and it needs to be removed we will bring it to the attention of the customer and get their permission to proceed forward with removing the caulking on a time and materials bases to be billed as extra on the final invoice.

Scraping loose paint

- If mentioned in the work description area, we will scrape all loose paint. Unless stated in the work description area we will not be sanding the edge of the paint where it transitions from paint that did not get scraped off the substrate to the substrate where paint did get scraped off. We can do this type of sanding but it is not a standard practice. If you would like to discuss having us do this type of sanding please give us a call.

Bugs

- If we are in any process of the work we are doing for you, we are NOT responsible or liable to fix and or redo the paint/coating if bugs such as flies, spiders, beetles, etc..... get into the paint/coating and mess it up in any way shape or form. If 100 fly's come and land in the wet paint/coating during or after our work, or a mouse crawls across a freshly coated floor and gets stuck (yes this has happened) in the material, that is not our problem and not our responsibility to remedy. We would be happy to give you a price for what it would take to fix the situation so that you could tell us if you would like the floor fixed or not.

Additional color picking information

- Please note: Smith & Company Painting Inc. will assist with color picking via the one hour color consult, but ultimately you as the customer are 100% responsible for making the final decision. If you chose a color with assistance and recommendation of the designer and you don't care for it once it is applied, neither the designer nor Smith & Company Painting will be held liable for remedying the situation. If repainting is required, all additional labor and materials will be billed to and paid by the customer. We HIGHLY suggest getting a sample of the colors and applying it to the surface before making a final decision. If you would like to do the color sample painting yourself, we suggest not applying the sample paint in the center of the surface that is to be painted. It is best to do near the edge of the wall or surface so that it is less likely to show threw the new paint that we apply. If you would like us to apply the sample colors we can do so on a time and materials basis.

DRYWALL CRACKS:

- Please note that we will do all drywall repairs in accordance to a minimum of the industry standards. As much as we wish we could, we cannot control how or why your drywall has cracked already or how, when or why it may crack in the future, therefore there is no warranty with drywall cracks that we repair.

ALERT REGARDING PRESSURE WASHING:

- From time to time a house or structure that we are pressure washing has faulty or improperly installed items such as windows, doors, siding, etc.... We strongly advise that someone be present at the time that we pressure wash so they can keep an eye open for any water that could potentially be getting into the structure. Smith & Company Painting, Inc. will not be held liable for damages to the structure that may occur from leaking water



during the pressure washing phase such as damages caused from your windows, doors, siding, etc. being improperly installed or improperly sealed.

ALERT REGARDING SMOOTH DRYWALL AND WALLPAPER:

- If your property has smooth drywall or wallpaper and we have to mask something off and apply tape to the either of those surfaces, there is a good chance that it will pull paint off of the surface, or pull all the paint along with the top layer of the drywall paper, or pull off the wallpaper when we are removing the tape even when we use tape designed for delicate surfaces. If this happens WE CAN NOT BE HELD LIABLE FOR DAMAGES. Any and all repairs will be done on a time and materials basis.

Work Standard

- All work is to be completed in a workman like manner according to standard practices. It is essential that the work area be available to us, free from other trades. Workers will remain on job until completion of project, weather permitting. Work site will be cleaned daily and upon project completion. All agreements are contingent upon strikes, accidents, or delays beyond our control.
- Work procedures as per standards of the PDCA (*Painting and Decorating Contractors of America*) P1-92, P2-92, P3-93, P4-94, P5-94, P7-98 and P6-99.
- Our intention is to produce a “properly painted surface”. A “properly painted surface” is one that is essentially uniform in color and sheen. It is one that is essentially free of foreign material, lumps, skins, sags, holidays, misses, strike-through, or insufficient coverage. It is a surface that is essentially free of drips, spatters, spills, or over spray which the contractor’s work force causes. Compliance in meeting the criteria of a “properly painted surface” shall be determined when viewed without magnification at a distance of five feet or more under normal lighting conditions and from a normal viewing position.
- It is **essential** that the work area be available to us, **free from other trades**. As a result of trade interference, Smith & Company Painting Inc. may leave the job and additional charges may be incurred.
- The job site will be cleaned daily and upon project completion. The intention is that workers will remain on the job weather and light permitting, contingent upon there being no delays beyond our control as provided below.

Customer Responsibility: We ask that you assist us by:

- Please take specific note of job description.
- Colors **must** be chosen one (1) week prior to start date. An additional cost will be charged for color changes made after commencement of work.
- Depending on colors chosen, the paint may or may not cover the existing color sufficiently in the number of coats estimated. For example, if a job is estimated for one good coat and it is not covering sufficiently, we will bring it to the attention of the customer. If the customer decides that they would like an additional coat and are aware of and are ok with the added cost, it will be agreed upon prior to the additional coat being applied.
- Please have fragile or breakable items and electronics moved out of work areas prior to start of project.
- Alarms must be turned off while work is in progress.
- Making arrangements to insure children and pets are kept out of the area and secured.
- We require the following services (cost born by others) in order to perform our work: heat provided for all phases of our work and is not to be propane burners or any other co2 emitting interior heating source; light; power; water.

Right to Lien

- All contractors are required by law, by the state of Oregon, to provide customers with certain right to lien information notices. Our Estimator is instructed to hand deliver copies of the notices to potential customers like yourself on the date the Job Site is first inspected. It is important that you read and understand them. When the actual Contract is prepared, it will ask you as Customer to acknowledge copies were received.

Change Orders

- If after you agree to this work, you desire any changes, or additional work, please contact us as the cost of all revisions must be agreed upon beforehand. We will not perform extra work then surprise you at the end with a



bill that is different than the original estimate. Workers are instructed not to undertake additional work without authorization.

- Starting date is to be agreed upon verbally. Changes may require additional cost.
- We may elect to require that items requested in change orders by you be paid in advance before we commence to order or perform same. We are not required to agree to all or any particular change orders requested.
- Meetings with the Contractor to discuss change orders shall be deemed additional labor by us at our regular hourly rate. As Contractor, we shall not be deemed to have waived the right to payment thereto by performing such work.

Cost

- We propose to furnish material and labor – complete and in accordance with the above specifications for the sum of **all** as stated above. *Individual tasks*, if selected, may require additional pricing. Price is valid for 45 days, unless otherwise noted.
- If you choose to have us perform any samples for you we will keep track of our time and charge accordingly.

Payment and Completion

- We accept cash and checks and online payment via the Quick Books invoice. **You can pay online electronically using a very simple and much safer ACH bank transfer option that Quick Books has now started to offer.**
- **10%** deposit to be paid at the time of accepting estimate and signing this contract. **The balance is to be paid in full on the last day of the job.**
- If the customer breaches the contract or goes into default the job will be shut down. If we have to shut the job down there will be a \$750 fee to restart the job. A customer who defaults will pay for all legal fees for Smith & Company Painting Inc. to collect any and all monies due.
- Progress payments may be requested throughout the course of the job.
- There will be a scheduled walkthrough inspection of the work upon substantial completion.
- Time is of the essence regarding payments.

Acceptance of proposal

- *Please indicate your acceptance of this proposal by signing and returning this form to us, or by email.*
- *We must have your signed copy and 10% deposit in order to secure a start date.*
- *By signing this contract, I acknowledge that I have read and understand the terms of this proposal and the the previously delivered notices regarding mechanic's and materialmen's liens rights.*

State Requirements

Please acknowledge by initialing below that you received the following documents at our initial visit when we viewed the Job Site to prepare an estimate. The documents listed below are also important and remain in effect.

Consumer Protection Notice received	Initials of Customer _____
Notice of Procedure received	Initials of Customer _____
Information Notice to Customer About Construction Liens received	Initials of Customer _____

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____

Thank you,
Smith & Company Painting, Inc

Our office address is 570 SE Davis St. McMinnville, OR 97128

Smith & Company Painting, Inc - CCB# 169003
P.O. Box 1401, McMinnville, OR 97128
E-mail: parker@smithandcompanypainting.com
Phone: 503-472-4334
Estimator: Parker Smith



Mailing address: P.O. Box 1401 McMinnville, OR 97128



231 NE Fifth Street • McMinnville, Oregon 97128 • www.mcminnvilleoregon.gov

June 23, 2020

TO: Property Owner in the McMinnville Urban Renewal District

RE: **BUSINESS RECOVERY FAÇADE IMPROVEMENT GRANT OPPORTUNITY, UP TO \$5,000, 10% MATCH, LIMITED TIME JULY 1, 2020 – JULY 1, 2021.**

We know that these are unprecedented times and that businesses and commercial property owners have been unduly impacted by the recent COVID-19 measures. Recently the McMinnville Urban Renewal Advisory Committee (MURAC) voted to temporarily change the parameters of their Façade Improvement Grant to make it more favorable to property owners and require much less capital match so that you can protect your cash flow yet still make improvements to your property to help your tenants.

As a property owner in the McMinnville Urban Renewal District you have access to a Façade Improvement Grant program. Historically, the program has provided up to \$5,000 of matching grant funds for qualifying exterior façade improvement projects. For one year, the agency is going to reduce the match requirement from 50% of the total project costs to just 10% of the total project costs.

If you have been thinking of painting your building, replacing your awning, developing new signage programs, etc., this is the opportunity to do that and only pay for 10% of the improvement. As people have developed new habits of staying home it will be important to help draw attention back to our city center businesses. One good way to do that is investing in a cosmetic refresh of the outside of the building.

All projects need to meet specific criteria that are outlined in the attached program summary. I encourage you to contact me to discuss your project so that we can see how to ensure it meets the criteria for the grants. We have also included an application for you to use given the short timeframe for the program.

We want to help you and your tenants. Urban renewal dollars cannot be invested in business operations but it can be invested in property assistance through brick and mortar capital improvement projects on your building. If there is a way that we can help you help your tenants by sprucing up their storefront façade, we want to be able to be there for you and your tenant.

Sincerely,

A handwritten signature in black ink, appearing to read "Heather Richards", is written over a light blue horizontal line.

Heather Richards, PCED
Planning Director
503-434-7311



MCMINNVILLE URBAN RENEWAL AGENCY BUSINESS RECOVERY FAÇADE IMPROVEMENT GRANT

PROGRAM SUMMARY AND APPLICATION

The Business Recovery Façade Improvement Grant Program is a grant program of the City of McMinnville Urban Renewal Agency designed to help property owners invest in their buildings to assist their tenants in recovering from COVID closures. The maximum individual grant is limited to \$5,000. The match requirement is only 10%. Funds will be on a first-come, first-served basis and this program will be available July 1, 2020 - July 1, 2021.

The purposes of the Façade Improvement Grant Program are:

1. To improve the aesthetic appearance of the exterior facades of existing buildings and businesses in the District;
2. To restore the unique historic character of buildings in the District as much as practicable; and
3. To encourage private investment in District properties and businesses.

Eligibility:

The following persons are eligible to apply and receive grant funds:

1. Property owners of commercial or industrial zoned buildings within the District.
2. Business owners or tenants of commercial or industrial zoned buildings within the District with property owner consent.

Ineligible Property:

The following types of property are not eligible for funding:

1. Tax delinquent property within the Urban Renewal District.
2. Property in litigation.
3. Property in condemnation or receivership.
4. Property owned by religious groups.
5. Property owned by 501(c)3 nonprofit organizations on which taxes are not being paid.
6. Properties on which taxes are being paid, but have nonprofit use, such as schools, charities, clubs, etc.
7. Exclusively residential buildings.
8. Daycare centers.

Eligible Improvements:

Funds may be used for existing exterior façade improvements on commercial and industrial zoned buildings within the District in compliance with the McMinnville Zoning Ordinance and NE Gateway Planned Development Overlay standards. For the purpose of this program, “façade” includes the exterior of any street-facing building wall, but does not include the building’s interior, roofing, signs, structural improvements, or other site improvements except as noted below.

The types of eligible projects include:

1. Repair, restoration, or installation of exterior masonry and siding materials.
2. Repair, replacement, or installation of awnings, windows, trim, doors, gutters, downspouts, stone or brick, or other architectural details.
3. Repair or replacement of exterior lighting attached to a building or illuminating a sign.
4. Repair or construction of entryways.
5. Cleaning, preparation, and painting of exterior walls and trim in conformance with the approved color palette.
6. Removal of barriers to access for people with disabilities.
7. Removal, replacement, or repair of exterior wall, freestanding, or projecting signs.
8. Other improvements as approved.

Financing:

The maximum grant award for a single project is \$5,000. A minimum private match of 10% of the grant amount is required.

Application Process:

The application process includes the following steps:

1. Applicant to review Downtown Design Guidelines and Standards in Chapter 17.59 of the McMinnville Zoning Ordinance, Historic Resources Ordinance, or the NE Gateway Planned Development Overlay, as applicable.
2. Applicant prepares a written description of proposed improvements including cost estimates, and information regarding colors, materials, and other elements necessary to describe the proposed improvement and demonstrate compliance with the applicable design guidelines.
3. Applicant schedules a grant application meeting with the Planning Director to discuss proposed improvements. City staff will explain grant application requirements.
4. Applicant submits a grant application with supporting documentation as outlined in the grant application meeting.
5. Projects requiring further review as specified in Chapter 17.59 of the zoning ordinance, Historic Resources Ordinance, or NE Gateway Planned Development are required to complete those reviews prior to submittal of a grant application.
6. Applications received after the deadline for submittal will not be considered.

General Conditions:

1. Approval of grant applications is contingent upon available funds.
2. Funding is limited to one façade and one sign grant per property per year.
3. All projects shall conform to the design standards of Chapter 17.59 of the McMinnville Zoning Ordinance and NE Gateway Planned Development Overlay Ordinance. As such, some projects may require staff or Historic Landmark Committee review prior to submittal of a grant application.
4. Once an application is approved, the applicant will be required to enter into a Grant Approval Agreement with the Urban Renewal Agency.
5. Construction may begin only after an application is approved. Any work completed prior to formal approval and signing of the Grant Agreement may not be eligible for grant reimbursement.
6. All construction contractors shall have a valid license in the State of Oregon.
7. Only projects utilizing a licensed contractor will be eligible for reimbursement of labor costs. Projects not completed by a licensed contractor are eligible for material costs only.
8. Projects are required to be completed within one (1) year from the date of grant approval.
9. Applicants are responsible for obtaining all necessary permits prior to conducting work.
10. The applicant must submit before and after color photos of the project.
11. Additional conditions may be included with the grant approval.

Review Process:

Grant applications are reviewed initially by the McMinnville Planning Director to determine eligibility and consistency with the submittal requirements of this grant program. Applications meeting these requirements are then forwarded to the McMinnville Urban Renewal Advisory Committee for review and decision at a regularly scheduled meeting of the committee.

Review Criteria:

All projects will be reviewed based on the following criteria:

1. Positive impact of the project on the aesthetic appearance of the building.
2. Positive impact of the project on the overall streetscape.
3. Preservation and enhancement of the architectural integrity of the building.
4. Positive contribution of the project on the urban renewal effort.
5. Amount of additional investment leveraged by the grant.
6. Compliance with applicable design guidelines and standards.
7. Evidence of financial ability to meet matching requirements (e.g., bank statement, loan commitment letter, etc.)

Reimbursement Procedure:

Project reimbursement will occur based on the following procedures:

1. Reimbursement will occur only after construction is complete and a city inspection has been conducted.
2. Upon project completion, city staff should be contacted to conduct a site inspection.
3. Detailed written invoice(s) or itemized receipts and proof of payment (e.g., cancelled checks) shall be provided with all reimbursement requests.
4. If a licensed contractor was not used, receipts for materials shall be provided.
5. Funds will be dispersed within three (3) to six (6) weeks following submittal and verification of all documentation.

The Agency reserves the right to refuse reimbursements in whole or in part for work that:

1. Does not conform to the program or design guidelines.
2. Does not conform to the proposal submitted with the application and authorized by the Agency.
3. Are not commensurate with the workmanship and cost customary to the industry.
4. Is not completed within one year. (Requests for extension will be considered only if made in writing and progress towards completion has been demonstrated).
5. Does not conform to the terms of the grant agreement.

Further Information Contact:

Heather Richards
Planning Director
City of McMinnville
231 NE 5th Street
Ph. (503) 434-7311
Email heather.richards@mcminnvilleoregon.gov



McMinnville Urban Renewal Agency FAÇADE IMPROVEMENT GRANT

McMinnville Urban Renewal Agency
c/o Planning Department
231 NE Fifth Street o McMinnville, OR 97128
(503) 434-7311 Office o (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Office Use Only: File No. _____ Date Received _____ Received by _____

Applicant Information

Applicant is: Property Owner Tenant Option Holder Other _____

Applicant Name _____ Phone _____

Contact Name _____ Phone _____
(If different than above)

Address _____

City, State, Zip _____

Contact Email _____

Property Owner Information

Property Owner Name _____ Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Business Name _____

Property Address _____

Assessor Map No. R4 - -

PROJECT INFORMATION:

Estimated Project Start Date: _____ Estimated Project Completion Date: _____

Grant Amount Requested (*no more than \$5,000*): \$ _____

Applicant Matching Funds: \$ _____

Total Project Costs: \$ _____

Note: The total grant amount requested should equal or exceed the matching funds total.

Project Budget

Attach documentation for costs such as contractor's bids or detailed estimate for materials and labor costs. (*Attach additional sheets as needed*)

Labor	Materials	Purpose (i.e. painting, awning, repair)	Estimated Cost
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Project Costs:			\$



McMinnville Urban Renewal Agency FAÇADE IMPROVEMENT GRANT

HOLD HARMLESS AGREEMENT

AND

OWNER AUTHORIZATION FOR TENANT TO CARRY OUT FAÇADE IMPROVEMENT AND/OR REHABILITATION PROJECT

I, _____ hereby authorize _____ to
carry out improvements as specified in the accompanying Façade Improvement Grant
Application, on my property located at _____,
which is within the City of McMinnville's Urban Renewal District.

I also agree to hold harmless the City of McMinnville in the event of property damage or physical
injury as a result of working on the aforementioned project.

Property Owner

Date

Notary

Return To:
Heather Richards
Planning Director
City of McMinnville
231 NE 5th Street
McMinnville, OR 97128
Phone: (503) 434-7311
Fax: (503) 434-4955
E-mail: heather.richards@mcminnvilleoregon.gov

Map of McMinnville Urban Renewal Area with Zoning and Comprehensive Plan Designations

